

# **INSTRUCTIONS FOR COMPLETING THE ANNUAL SURVEY OF MANUFACTURES REPORT FOR 2001**

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The purpose of this manual is to assist you in filling out the Annual Survey of Manufactures, Form MA-1000(L). If there are any questions regarding this report, please write to:

U.S. Census Bureau  
1201 East Tenth Street  
Jeffersonville, IN 47132-0001

or call

Washington, DC — (301) 457-6614, (301) 457-4755, (301) 457-4810 or 1-800-201-4647  
8:00 a.m. through 5:00 p.m., eastern time, Monday through Friday

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NOTE – A LIST OF SELECTED PRODUCT CLASS CODES AND DESCRIPTIONS IN NUMERICAL SEQUENCE IS INCLUDED WITH FORM MA-1000(L).

# INSTRUCTIONS FOR COMPLETING THE ANNUAL SURVEY OF MANUFACTURES REPORT

## ALL FORMS MUST BE RETURNED

If you require an extension of time over 30 days to complete this report, or if there are any other questions regarding this report, please write to: **U.S. Census Bureau, 1201 East Tenth Street, Jeffersonville, IN 47132-0001** or call the number referenced on your report form or call **1-800-233-6136**. Please include the 11-digit Census File Number (CFN) which appears in the label of this report form on any correspondence. ALL MA-1000(L) REPORT FORMS ARE TO BE RETURNED.

In the prior-year column, we have printed the data available in our files. These figures may differ from those actually reported by you because of changes made by the Bureau of the Census as a result of correspondence with your company or a comparison with previous data reported for the establishment. Please check the previous-year figures and make any necessary corrections. If prior-year figures are not printed on your form, please report these figures for Item 6, Inventories, only. When actual book figures cannot be provided except at high cost to your company, reasonable estimates or prorations are acceptable.

Public reporting burden for this collection is estimated to average from a half hour to six hours per response with an average of 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0449, Room 3110, Federal Building 3, U.S. Census Bureau, Washington, DC 20233-1500. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0449" as the subject.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of the form.

Before returning your completed report, review all figures for consistency and complete the certification information in Item 12.

## Part I – DETAILED INSTRUCTIONS

### A. Who Should Report?

The Annual Survey of Manufactures is conducted under an Act of Congress (title 13, United States Code) which requires that a report be filed by every manufacturer who receives a report form. Since separate data will be published for industries and states, separate reports are required for each manufacturing establishment (plant).

**1.** A manufacturing establishment is defined as a single physical location where manufacturing is performed. If your company operated at different physical locations, even if they are producing the same line of goods, a separate report must be filed for each manufacturing location in the sample. If your company operates in two or more distinct lines of manufacturing at the same location, a separate report should be filed for each activity.

**2.** The report form for any establishment not in operation should be returned with the notation as to its status in Item 10, Operational Status. If the establishment had custodial employees, capital expenditures, inventories, or any shipments from inventories, these should be reported in the proper section.

### B. What Activities Should be Reported?

Each report should cover all the activities (manufacturing, fabricating, processing, and assembling) conducted within the establishment. The reported figures should also include activities such as the maintenance of plant and equipment, receiving, shipping, warehousing, storage, research, recordkeeping, health, safety, cafeteria, and other services, when carried on at the same physical location by the manufacturing establishment.

The manufacturing establishment reports should exclude sales branches, sales offices, research laboratories, retail stores, mining activities, and general administrative offices, if they are operated as separate establishments.

Please note that establishments engaged in the activities listed below are considered to be manufacturing establishments for the purpose of this survey:

Apparel jobbing and contracting	Milk pasteurizing and bottling
Assembling from purchased components	Plating, galvanizing, polishing, etc., of materials owned by others
Ship repair	Poultry dressing
Commission processing of materials owned by others	Printing
Job casting, stamping, and machining	Research and development, engineering and other services directly related to aerospace industries
Lapidary work	Sawmills
Machine shops, including those operating on a job-order basis	Seafoods, fresh packaged or frozen
Manufacturing and delivering ready-mixed concrete	Wood preserving

### C. Transfer Values of Products and Materials From One Establishment to Another "Interplant Transfers"

One of the important statistical measures of manufacturing activity is "value added by manufacture," which is derived by the Bureau of the Census from the figures reported for value of shipments, cost of materials, and inventories.

In order for statistics on value added and other subjects to be comparable from industry to industry or area to area, it is necessary that the operations of each establishment of a MULTIPLE-ESTABLISHMENT COMPANY be reported as though the establishment were a separate "economic" unit. This means that the value of interplant transfers within a company should include, in addition to direct costs of production, a reasonable proportion of "all other costs (including company overhead) and profits." The establishments receiving such transfers should report them as materials consumed (or inventories of materials, etc.) at the same value plus costs of freight and other direct handling charges. (See part II, Item 8 part A, Cost of Materials and Contract Work; Item 6, Inventories; and Item 9, Value of Products Shipped and Other Receipts).

### D. What Period Should Each Report Cover?

Report data for the calendar year. If calendar year book figures are not available except at considerable cost, reasonable estimates will be acceptable. However, if your fiscal year ends between October 31 and February 28, fiscal year figures will be acceptable for all items except employment, plant hours, and payrolls. (Calendar year figures for these employment items should be available from your quarterly tax records.) Indicate in Item 12, CERTIFICATION, the exact dates covered.

If there was a change in operator during the year or the establishment operated part of the year only, the data should apply to the period of operation by your company only. Report in Item 10, Operational Status, any change and give the name and address of the previous operators or new operators.

## **Part II – ITEMS ON THE REPORT FORM**

**Item 1 – EMPLOYER IDENTIFICATION NUMBER** – Enter in Item 1 the current Employer Identification Number if it is different from the one printed in the address label. This information is needed so that the Bureau of the Census can avoid sending duplicate report forms for the same location. Our file of new business formations is based on the new Employer Identification Numbers issued each year. However, we exclude mailing report forms to new Employer Identification Numbers if we identify them as belonging to existing respondents.

**Item 3, line A – TOTAL VALUE OF PRODUCTS SHIPPED AND OTHER RECEIPTS** – This value should equal the value reported in item 9, code 7700000 8. The detailed instructions for item 9 provide information on what values to include or exclude.

### **Item 3, line B – VALUE OF PRODUCTS EXPORTED**

**1. General instructions** – Report as exports those shipments going directly for export including shipments to foreign subsidiaries or foreign divisions of your company and their affiliates. INCLUDE as sales for export, shipments of your products to export firms and to other customers who will export the items. Export sales should not include products which will be further manufactured, fabricated, or assembled in this country before being shipped to foreign customers. Please note that the breaking down of bulk shipments of your products into smaller lots or packages by a wholesale exporter or by other units of your company is not considered to be further manufacturing, fabricating, or assembly. Shipments to customers in the Panama Canal Zone, the Commonwealth of Puerto Rico, and United States possessions are considered exports.

**2. Government sales** – Sales to the United States Government to be shipped to foreign nations under military and economic assistance programs are considered exports. Sales to the United States Government overseas are not classified as exports. Shipments of bunker fuels and other supplies and equipment for United States vessels and planes engaged in foreign trade are not classified as exports.

**Item 3, line C – SHIPMENTS TO OTHER DOMESTIC PLANTS OF YOUR COMPANY FOR FURTHER ASSEMBLY, FABRICATION, OR MANUFACTURE** – Please report separately the value of products which are transferred to other manufacturing plants of your company for further processing. (Do not include products that are shipped to or on order from your company sales or wholesale offices since such products are then sold to customers outside your company.)

The value assigned to products transferred to other plants of your company should include not only the direct cost of production but also a reasonable portion of other costs (company overhead) and profits.

**Item 4 – E-SHIPMENTS** – E-commerce sales are online orders accepted for manufactured products from customers; including shipments to other domestic plants of your own company for further assembly, fabrication, or manufacture where price and terms of sale are negotiated, over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system. Payment may or may not be made online.

**Item 5, part A – EMPLOYMENT** – Report employees, both full- and part-time whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Form Return and employees whose payroll was paid to a professional employer organization as part of a co-employment arrangement for all or part of the pay period, including the 12th of March, May, August, and November. INCLUDE all persons on paid sick leave, paid holidays, and paid vacation during these pay periods; EXCLUDE members of Armed Forces and pensioners carried on your active rolls. INCLUDE officers at this establishment, if a corporation; if an unincorporated concern, EXCLUDE proprietor or partners.

The following types of food processing establishments should exclude agricultural workers or fishing crews from this report:

Sugar mills which are part of sugar plantations;

Fruit or vegetable canning or freezing plants with farms associated with their operations;

Fish canning, freezing or packaging plants with fishing operations associated with the plant.

**Item 5, part A, lines 1 (a–d) and line 2 – Number of Production Workers** – INCLUDE workers (up through the line-supervisor level) engaged in fabricating, processing, assembling, inspecting, receiving, packing, warehousing, shipping (but not delivering), maintenance, repair, janitorial, guard services, product development, auxiliary production for plant's own use (e.g., powerplant), recordkeeping, and other closely associated services. INCLUDE truck drivers delivering ready-mixed concrete. EXCLUDE proprietors and partners.

**Item 5, part A, line 3** – Divide the total on line 2 by 4 and enter the results on line 3; divide by 4 even if you did not operate in all four periods (omit fractions).

**Item 5, part A, line 4 – All Other Employees** – INCLUDE nonproduction personnel, including those engaged in the following activities: supervision above line-supervisor level, sales (including driver/salesperson), sales delivery (truck drivers and helpers), advertising, credit, collection, installation and servicing of own product, clerical and routine office functions, executive, purchasing, finance, legal, personnel (including cafeteria, etc.), professional and technical. EXCLUDE proprietors and partners.

**Item 5, part B, lines 1(a–c) – ANNUAL PAYROLL** – (EXCLUDE supplemental labor costs.)

Report the payroll which was included on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Form Return and the payroll portion of the fee paid to a professional employer organization as part of a co-employment arrangement, INCLUDE such deductions as employee's Social Security contributions, withholding taxes, group insurance premiums, union dues, and savings bonds.

INCLUDE in gross earnings: commissions, dismissal pay, paid bonuses, employee contributions to pension plans such as 401(k), vacation and sick leave pay, and the cash equivalent of compensation paid in kind.

INCLUDE salaries of officers of this establishment, if a corporation; if an unincorporated concern, exclude payments to proprietors or partners.

EXCLUDE payments to agricultural employees, fishermen, members of the Armed Forces, and pensioners carried on your active payroll.

**Item 5, part B, line 2 – FIRST QUARTER PAYROLL – (Not applicable to single-establishment companies)**

**Item 5, part C – EMPLOYER'S COST FOR FRINGE BENEFITS (Annual supplemental labor costs)**

INCLUDE:

- Legally required payments for all programs required under Federal and state legislation:
  - Federal Old Age and Survivors' Insurance
  - Unemployment compensation
  - Workers' compensations
  - State temporary disability payments for establishment located in Rhode Island, California, New York, and New Jersey
- Payments for voluntary programs not specifically required by Federal or state legislation whether initiated by the employer or established as a result of a collective bargaining contract
- INCLUDE employer's cost for fringe benefits costs paid to a professional employer organization as part of a co-employment arrangement.
- Employer payments to programs financed jointly by employer and employee contributions. Include employer payments for:
  - Insurance premiums on hospital and medical plans
  - Life insurance premiums
  - Premiums on supplementary accident and sickness insurance

In reporting payments for insurance, report net payments (i.e., gross payments less any offsetting dividends, refunds, or other reductions in premiums).

- Report payments or allocations for:
  - All pension plans regardless of method of administration
  - Supplemental unemployment compensation plans
  - Welfare plans
  - Stock purchase plans in which the employers' payment is not subject to withholding tax
  - Deferred profit sharing plans

The items listed above are generally considered as deferred rather than current income to employees and are not subject to withholding of income tax. If the payments or allocations by the company are made to a fund, do not report payments to employees out of these funds. However, include payments made directly to retired employees or their survivors that do not pass through a fund.

EXCLUDE:

- Annual payroll and first quarter payroll (from Item 5, part B)
- Expenditures not of the type listed above such as losses on company operated cafeterias and snack bars, cost of in-plant medical services, cost of free parking lots, discounts on employee purchases, cost of uniforms and other work clothing supplied to employees, and similar expenditures
- "Fringe benefits" such as payments for holidays, vacations, sick pay, bonuses, unused vacation, jury pay, night shift bonus, suggestion awards, and the payment on profit sharing and special stock purchase plans subject to withholding tax. Report this category of benefits as payroll in Item 5, part B.

If any of the items are maintained in your records only at the company level, allocate their costs to the manufacturing establishment. You may distribute the total on the basis of the ratio of the payroll of each manufacturing establishment to the total company payroll unless you have developed your own method of making such allocations. Specify the method used and the approximate portion that has been allocated in the "REMARKS" section (following item 11).

**Item 5, part D – TOTAL PLANT HOURS WORKED BY PRODUCTION WORKERS (ANNUAL) – INCLUDE** all hours worked or paid for, except hours paid for vacations, holidays, or sick leave. If an employee elects to work during the vacation period, report only actual hours worked by such employee. Overtime hours should be reported as actual hours worked and not as straight-time equivalent hours. Include hours worked by co-employees as part of a co-employment arrangement with a professional employers organization.

**Item 6 – INVENTORIES OF THIS ESTABLISHMENT AT END OF YEAR (Report both years) –** Report the value of all inventories owned by this establishment regardless of where the inventories are held. If this establishment is part of a multiple-establishment company, the company should assign to each establishment those inventories that the establishment is responsible for as if it owned them. For example, in completing the report of a manufacturing establishment or sales branch, INCLUDE those inventories that are attributable to its operations, even if the inventories are held elsewhere, e.g., at a warehouse operated by your company or in a public warehouse. Those inventories of an operating establishment held elsewhere should not be shown on the report of the warehouse where they are actually stored. Inventories should not be duplicated on establishment reports.

Report inventories at cost or market using generally accepted accounting methods. In reporting total inventories and inventories by stage of fabrication for inventories valued on LIFO (Item 6, lines A-D), use the sum of the LIFO value plus the LIFO reserve. Thus, the total inventories reported in Item 6, line D should equal the sum of item 6, lines E(1), F(1) and F(2). Note that the LIFO reserve is the difference between the current cost (e.g., FIFO) of inventories (gross value) and the LIFO carrying value (net value). If you calculate the LIFO carrying value of inventories by specific goods LIFO (unit LIFO), please estimate the current cost of inventories for the purpose of determining the LIFO reserve.

**THE FOLLOWING EXAMPLES SHOW HOW TO REPORT INVENTORIES:**

**EXAMPLE A – Reporting of inventories that are completely not subject to LIFO** – Inventories by stages of fabrication are reported on Item 6, lines A–D. Total inventories reported on line D must be broken out in line E. The total of lines E(1) and E(2) should equal the total reported on line D. In this example, one hundred percent of the total inventories are reported not subject to LIFO costing on line E(1). Lines E(2), F(1) and F(2) are not used.

6 INVENTORIES									
<i>(Report inventories using generally accepted accounting practices.)</i>									
Were inventories of this establishment subject to the last-in, first-out (LIFO) method of valuation?									
<div> <div>230</div> <div> <input type="checkbox"/> Yes – Use the sum of the LIFO amount plus the LIFO reserve for completing lines A through F2. If you changed to LIFO for calendar year 2001, specify in the REMARKS section.                 </div> </div> <div> <div>2</div> <div> <input checked="" type="checkbox"/> No – Complete only lines A through E1. Line E1 should equal line D.                 </div> </div>									
		End of 2001			End of 2000				
		Mark "X" if None	\$ Bil.	Mil.	Thou.	Mark "X" if None	\$ Bil.	Mil.	Thou.
<b>A.</b>	Finished goods . . . . .	335 <input type="checkbox"/>			200	331 <input type="checkbox"/>			200
<b>B.</b>	Work-in process . . . . .	336 <input type="checkbox"/>			300	332 <input type="checkbox"/>			200
<b>C.</b>	Materials, supplies, fuels, etc. . . . .	337 <input type="checkbox"/>			500	333 <input type="checkbox"/>			400
<b>D. TOTAL</b>	<i>(Sum lines A through C)</i> . . . . .	338 <input type="checkbox"/>			1 000	334 <input type="checkbox"/>			800
<b>E.</b> Of the value on line D, report:									
1.	Amount not subject to LIFO costing . . . . .	368 <input type="checkbox"/>			1 000	364 <input type="checkbox"/>			800
2.	Amount subject to LIFO costing (gross) . . . . .	369 <input type="checkbox"/>				365 <input type="checkbox"/>			
<b>F.</b> Report the following applicable to Line E2:									
1.	Amount of LIFO reserve . . . . .	370 <input type="checkbox"/>				366 <input type="checkbox"/>			
2.	Amount of LIFO value (net) . . . . .	371 <input type="checkbox"/>				367 <input type="checkbox"/>			

**EXAMPLE B – Reporting of inventories that are completely subject to LIFO** – Inventories by stages of fabrication are reported on Item 6, lines A–D using the gross amount of LIFO. Total inventories reported on line D must be broken out in line E. The total of lines E(1) and E(2) should equal the total reported on line D. In this example, one hundred percent of the total inventories are reported subject to LIFO costing on line E(2) (gross amount). The associated LIFO allowance or reserve is reported on line F(1). The net LIFO carrying value is reported on line F(2). Line E(1) is not used.

6 INVENTORIES									
<i>(Report inventories using generally accepted accounting practices.)</i>									
Were inventories of this establishment subject to the last-in, first-out (LIFO) method of valuation?									
<div> <div>230</div> <div> <input checked="" type="checkbox"/> Yes – Use the sum of the LIFO amount plus the LIFO reserve for completing lines A through F2. If you changed to LIFO for calendar year 2001, specify in the REMARKS section.                 </div> </div> <div> <div>2</div> <div> <input type="checkbox"/> No – Complete only lines A through E1. Line E1 should equal line D.                 </div> </div>									
		End of 2001			End of 2000				
		Mark "X" if None	\$ Bil.	Mil.	Thou.	Mark "X" if None	\$ Bil.	Mil.	Thou.
<b>A.</b>	Finished goods . . . . .	335 <input type="checkbox"/>			200	331 <input type="checkbox"/>			200
<b>B.</b>	Work-in process . . . . .	336 <input type="checkbox"/>			300	332 <input type="checkbox"/>			200
<b>C.</b>	Materials, supplies, fuels, etc. . . . .	337 <input type="checkbox"/>			500	333 <input type="checkbox"/>			400
<b>D. TOTAL</b>	<i>(Sum lines A through C)</i> . . . . .	338 <input type="checkbox"/>			1 000	334 <input type="checkbox"/>			800
<b>E.</b> Of the value on line D, report:									
1.	Amount not subject to LIFO costing . . . . .	368 <input type="checkbox"/>				364 <input type="checkbox"/>			
2.	Amount subject to LIFO costing (gross) . . . . .	369 <input type="checkbox"/>			1 000	365 <input type="checkbox"/>			800
<b>F.</b> Report the following applicable to Line E2:									
1.	Amount of LIFO reserve . . . . .	370 <input type="checkbox"/>			300	366 <input type="checkbox"/>			200
2.	Amount of LIFO value (net) . . . . .	371 <input type="checkbox"/>			700	367 <input type="checkbox"/>			600

## THE FOLLOWING EXAMPLES SHOW HOW TO REPORT INVENTORIES:

**EXAMPLE C – Reporting of inventories that are partially subject to LIFO** – Inventories by stages of fabrication are reported on Item 6, lines A–D. The gross amount of LIFO should be used for the portion subject to LIFO. Total inventories reported on line D must be broken out in line E. The total of lines E(1) and E(2) should equal the total reported on line E. In this example, the portion not subject to LIFO is reported on line E(1). The portion subject to LIFO is reported on line E(2) (gross amount). The associated LIFO allowance or reserve is reported on line F(1). The net LIFO carrying value is reported on F(2).

<b>6 INVENTORIES</b> <i>(Report inventories using generally accepted accounting practices.)</i>								
Were inventories of this establishment subject to the last-in, first-out (LIFO) method of valuation?								
230	<b>1</b> <input checked="" type="checkbox"/> <b>Yes</b> – Use the sum of the LIFO amount plus the LIFO reserve for completing lines A through F2. <i>If you changed to LIFO for calendar year 2001, specify in the REMARKS section.</i>							
	<b>2</b> <input type="checkbox"/> <b>No</b> – Complete only lines A through E1. Line E1 should equal line D.							
		Mark "X" if None	End of 2001		Mark "X" if None	End of 2000		
			\$ Bil.	Mil.	Thou.	\$ Bil.	Mil.	Thou.
<b>A. Finished goods</b>	. . . . . 335	<input type="checkbox"/>			200	331	<input type="checkbox"/>	200
<b>B. Work-in process</b>	. . . . . 336	<input type="checkbox"/>			300	332	<input type="checkbox"/>	200
<b>C. Materials, supplies, fuels, etc.</b>	. . . . . 337	<input type="checkbox"/>			500	333	<input type="checkbox"/>	400
<b>D. TOTAL (Sum lines A through C)</b>	. . . . . 338	<input type="checkbox"/>			1 000	334	<input type="checkbox"/>	800
<b>E. Of the value on line D, report:</b>								
<b>1. Amount not subject to LIFO costing</b>	. . . . . 368	<input type="checkbox"/>			425	364	<input type="checkbox"/>	300
<b>2. Amount subject to LIFO costing (gross)</b>	. . . . . 369	<input type="checkbox"/>			575	365	<input type="checkbox"/>	500
<b>F. Report the following applicable to Line E2:</b>								
<b>1. Amount of LIFO reserve</b>	. . . . . 370	<input type="checkbox"/>			200	366	<input type="checkbox"/>	150
<b>2. Amount of LIFO value (net)</b>	. . . . . 371	<input type="checkbox"/>			375	367	<input type="checkbox"/>	350

### Item 7, part A – CAPITAL EXPENDITURES – (If the establishment changed ownership during the year, see special instructions in part III.)

The intent of this item is to compile information on the buildings, structures, and equipment used directly or indirectly by the establishment to produce the goods and services reported in Item 9, Value of Products Shipped and Other Receipts.

Report all outlays during the year for buildings and equipment that are chargeable to the fixed asset account and for which depreciation or amortization reserves are maintained.

**NOTE** – If any building or equipment has been acquired this year under a capital lease, please report the cost (at the market value) as a capital expenditure. Do not report the periodic payments made to the lessor. If the lease qualifies as an operating lease, do not include the value of the building and equipment as capital expenditures. Also, do not report the periodic payments made to the producer or the lessor as capital expenditures.

#### INCLUDE:

- Capital expenditures (outlays) during the year that were actually made during the year, not the final value of equipment put in place or the buildings completed during the year.
- Add the cost of additions completed during the year to the construction in progress at the beginning of the year to compute capital expenditures for long-term projects in process.
- Capital improvements and new additions in progress are considered assets, as well as capital expenditures.
- Capital expenditures during the year for new construction whether on contract or by your own work force
- Value of all machinery and equipment, buildings, and capitalized improvements and repairs whether purchased or produced by employees of your own company
- Value of any machinery and equipment or structure transferred to the use of this establishment by the parent company or one of its subsidiaries

#### EXCLUDE:

- Tools that are expensed. Report these in Item 8, line A1, Cost of Materials, Parts, Containers, Etc., Used.

### Buildings and Other Structures

#### INCLUDE:

- Elevators, blast furnaces, brick kilns, fractionation towers, ship ways and similar structures, as well as the usual factory, office, and warehouse-type of buildings
- Equipment that is an integral part of the building or structure, such as elevators, overhead traveling cranes, ventilating shafts, and fractionation towers
- Capitalized site improvements, such as roads, tracks, parking lots, fences, and utilities

#### EXCLUDE:

- The value of land on which the structures stand

### Machinery and Equipment

#### INCLUDE:

- All production machinery (motors, lathes, punch presses, etc.) and transportation equipment (automobiles, trucks, etc.)
- All office equipment and machines; computers; furniture and fixtures for offices, cafeterias, and dressing rooms; and warehouse equipment
- Replacements as well as additions to new capacity

### Item 7, part B – BREAKDOWN OF EXPENDITURES FOR NEW AND USED MACHINERY AND EQUIPMENT BY TYPE (Reported in item 7, part A, line 2)

**Item 7, part B, line 1 – Automobiles, trucks, etc., for highway use** – INCLUDE purchases of vehicles which are purchased for your company for highway use. INCLUDE vehicles acquired under a lease-purchase agreement. EXCLUDE vehicle leased or vehicles normally designed to transport materials, property, or equipment on mining, construction, petroleum development, and similar projects. These vehicles are of such size or weight as to be normally restricted by State laws or regulations from operating on public highways.

**Item 7, part B, line 2 – Computer and peripheral data processing equipment** – Report all purchases of computers and related equipment.

**Item 8, part A – COST OF MATERIALS AND CONTRACT WORK** – If materials, parts, and supplies are received from other establishments of your company, costs should be checked against the values reported for the plant producing and transferring the goods (see part 1, section C on page 2). The value should be "economic value," i.e., include in addition to the producing plant's direct cost of production a reasonable proportion of all other costs (company overhead) and profits. Freight and other direct handling charges should be added.

**Item 8, line A1 – Cost of Materials, Parts, Containers, Etc., Used** – The delivered cost figures reported on line A1 should cover all raw materials, containers, scrap, and supplies, etc., which were: (a) put into production, (b) used as operating supplies, and (c) used in repair and maintenance.

If this establishment has products made elsewhere under contract and supplies the materials, report the cost of those materials on line A1. Include the value of the specific products made in Item 9, Value of Products Shipped and Other Receipts. The amounts paid to other establishments for contract work should be reported on line A5 and should include also the freight charges for shipping the materials to the contract producer and the finished products to you.

INCLUDE only physical goods used or put into production. Report total cost of the materials actually consumed or put in production during the year.

If book records are inadequate, estimates may be made from purchases and other records. However, if purchases during the year do not significantly differ from the amounts actually used, purchase figures may be used in lieu of actual consumption. If for any major items consumption differs significantly from purchases, estimate consumption by adding beginning inventories to the amount purchased and subtracting end-of-year inventories for the item.

Cost is delivered cost - i.e., the amount paid or payable after discounts and including freight and other direct charges incurred by the establishment in acquiring the materials. Include all materials received for consumption, i.e., purchases from other companies, transfers from other establishments of your own company, and withdrawals from inventories. If the establishment produces items subsequently consumed in further production, report cost of original materials consumed only.

The following list is shown only as an example of types of items which should be included on line a.

#### MATERIALS

Cloth	Rubber	Steel scrap
Lumber	Coking coal	Copper rods
Plywood	Crude petroleum	Iron castings
Paper	Cement	Metal stampings
Resins	Clay	Wire
Sulfuric acid	Glass	
Alcohols	Steel sheet	

#### PARTS

Pumps	Engines	Hardware
Wheels	Gears	Compressors
Bearings	Motors	

#### CONTAINERS

Pails	Tubes	Crates
Drums and barrels	Boxes and bags	

#### SUPPLIES

Bolts, screws, and nuts	Cleaning supplies
Drills, tools, dies, jigs, and fixtures which are charges to current accounts	Stationery and Office supplies
Welding rods, electrodes, and acetylene	First aid and safety supplies
	Dunnage
	Water

**Special Note:** If any of these types of materials are transferred from other establishments of your company, please include their full economic value on line A1.

The "economic value" would include costs of production and delivery and a proportionate share of overhead and profits. Cooperatives which have not yet made a final settlement with the growers should include a carefully prepared estimate of the expected amount payable for each kind of produce put into production during survey year.

EXCLUDE services used or overhead charges, such as advertising, telephone, telegram and cable, insurance, development and research, services of engineering, management, marketing and other professional consultants, etc., unless charges for such services are included in the prices paid for materials.

EXCLUDE overhead items such as depreciation charges against plant and equipment; rent and rental allowances; interest payments, royalties, and patent fees.

EXCLUDE materials, supplies, machinery, and equipment which were used in the construction of new structures or additions to your plant, or new machinery and equipment, and that are chargeable to fixed assets accounts. (These should be reported in Item 7.)

EXCLUDE products purchased and resold without further manufacture processing or assembly; their costs should be reported on line B.

**Item 8, line A2 – Cost of Products Bought and Resold as Such** – Report the cost of all products bought and resold in the same condition as when purchased and not made part of another product manufactured by this establishment. (Total sales value of all products resold should be reported in Item 9, Code 9998900 6).

**Item 8, line A3 – Cost of Fuels Consumed for Heat and Power** – Report the total amount actually paid or payable during the year for all fuels consumed for heat, power, or the generation of electricity. Do not include the estimated cost of fuels, such as sawdust or blast furnace gas, produced as a by-product of your manufacturing activities. INCLUDE anthracite and bituminous coal, coke, natural and manufactured gas, fuel oil, liquified petroleum gas, gasoline, and all other fuels including purchased steam. For selected industries, such as Carbon Black, Blast Furnaces, and Coke Ovens, some of the above fuel types may be used as raw materials as well as being consumed as fuels. In such cases, the cost of these fuel types used as raw materials should be reported in line A1. Be sure to include fuel used to power onsite trucks, fork lifts, or other motor vehicles associated with the establishments. The cost of these fuel types used as fuels should be reported on line A3.

**Item 8, line A4 – Cost of Purchased Electricity** – Report the total amount actually paid or payable for electric energy purchased during the year from other companies, or received from other establishments of your company. Exclude the value of electricity generated and used at this establishment.

**Item 8, line A5 – Cost of Contract Work Done for You by Others on Your Materials** – If any contract work was done by others on materials furnished by your establishment, report the total payments made during the year for such work, including freight out and in. EXCLUDE the cost of materials worked on, which should be reported on line A1.

**Item 8, part B – E PURCHASES** – E-purchases are online orders placed for materials and/or supplies with suppliers; including orders placed with other domestic plants of your own company for further assembly, fabrication, or manufacture where price and terms are negotiated, over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system. Payment may or may not be made online.

**Item 8, part C – QUANTITY OF ELECTRICITY** – All quantities for electricity should be reported in thousands of kilowatthours.

**Item 8, line C1 – Purchased Electricity** – Report the quantity of electricity for which cost is reported in Item 8, line A4.

**Item 8, line C2 – Generated Electricity** – Report the total quantity of electric energy generated in this plant (gross less generating station use) during the year although part of such energy may have been sold or transferred.

When totals are reported on this line, data relating to the activity of the power stations would also be included in other sections of this report. For example, the number of employees assigned to the power station, their wages, and hours should be included in the figures reported in Item 5; and the cost of fuels used to generate electricity, in Item 8, line A3.

**Item 8, line C3 – Electricity Sold or Transferred to Other Establishments** – Enter the quantity of electric energy, which was also included in Item 8, line C1, or line C2, which was sold to other companies or transferred to other manufacturing or nonmanufacturing establishments of your company. The corresponding value of electricity sold or transferred should be included in miscellaneous receipts (Item 9, Code 9998000 5).

**Item 9 – VALUE OF PRODUCTS SHIPPED AND OTHER RECEIPTS** – Please read the following instructions closely before completing this item.

**1. General Instructions** – INCLUDE products made elsewhere for this establishment on a contract basis from materials supplied by this establishment. (The cost of these materials should be reported in Item 8, line A1.

Value should be net selling value f.o.b. plant after discounts and allowances. EXCLUDE freight charges and excise taxes.

Sales of products bought and resold without further processing should be reported separately in Item 9, Code 9998900 6, "Resales". (The cost of resales should be reported in Item 8, line A2).

Although the instructions have not been changed from those that were previously used for this item, we want to clarify the reporting of imported products. If imported products (including products made by your foreign affiliates) are sold without further manufacture, processing, or assembly by your domestic plants, they should be reported on the line for "Resales" and not included with specific products made at the domestic reporting establishment.

We also want to clarify the instructions for marketing high cost office and production equipment by leasing them rather than selling them. If you follow this marketing practice, REPORT in Item 9 the value of goods marketed under a lease as if you had sold them:

- a. In Item 9, report as value of shipments the equivalent market value of the goods. (The terms of the lease may use the present discounted value or some other method.)
- b. Do not report any rental receipts from leases outstanding.

## **2. Specific Instructions (for Reporting Value of Shipments by Product Class in item 9)**

NOTE – The product class codes appear with eight digits. The first seven digits represent the product class; the eighth digit is used by the Bureau of the Census in our computer operations to mechanically verify the accuracy of the first seven digits.

In Item 9 of each form MA-1000, the Census Bureau has preprinted the product class codes and description of the products reported by the establishment in the prior survey year. Please review the entire list before completing the inquiry.

A Special Reporting Instructions Sheet (MA-1000-R (1–25)) is included with each questionnaire. The sheets list product class codes and descriptions that are primarily manufactured by establishments classified in specific NAICS industry groups. Please review the sheet to assist in locating product class codes and descriptions.

If you cannot locate the description of any products that you produce, please enter a description of your products in column (a) and enter their values in column (c) on the form. Report separately for each major kind of product.

Please note that some of the preprinted product classes in Item 9 have an asterisk (\*) at the end of the description. The product classes ending with an asterisk are "tielines" to the Current Industrial Reports (CIR). The Annual Survey of Manufactures (ASM) utilizes the tieline method for reporting summary information in the ASM where detailed information is being reported for the same period in a CIR. In this instance, the product detail that is collected monthly, quarterly, or annually in the CIR is not duplicated in the ASM. Instead, a single (tieline) product class code is collected in the ASM that corresponds to the sum of the detail appearing in the CIR. Value data reported in Item 9 should be cross-referenced to the data reported on the CIR questionnaires to verify consistency.

In the prior year column, we also have printed the data available in our files. These figures may differ from those actually reported by you because of changes made by the Bureau of the Census as a result of correspondence with your company or a comparison with previous data reported for the establishment. Please review the previous year figures and make any necessary corrections.

If you have any questions, please write to:

U.S. Census Bureau  
1201 East Tenth Street  
Jeffersonville, IN 47132-0001

or call the number referenced on your report form or call 1-800-201-4647

**Item 10 – OPERATIONAL STATUS** – Please fully complete this item. Accurate completion of this item will avoid unnecessary correspondence, as well as reduce the possibility of your receiving more than one report form for the manufacturing activity at this location.

Please mark the box (1 – 5) that is applicable to the operation of your establishment during the survey year. If you mark box (3), (4), or (5), please fill in the month, day, and year (figures only) the action became effective. If box (4) or (5) is marked, also supply the name and address (or location) of the former or new owning or operating company.

## **Item 11 – OWNERSHIP, CONTROL, AND LOCATION OF OPERATIONS – (Not applicable to establishments, of multiple-establishment companies)**

### **Part III – SPECIAL REPORTING INSTRUCTIONS FOR ESTABLISHMENTS INVOLVED IN OWNERSHIP CHANGES**

The establishment may have been purchased singly or as part of a parent company which was acquired by or merged with another company. Please make certain that the date of the change in ownership is recorded in Item 10, OPERATIONAL STATUS.

#### **A. If the establishment is filing for only part of the year, report as follows:**

**1. FINAL REPORT FOR THE OWNER WHO SOLD THE ESTABLISHMENT** – Report any new or used capital expenditures, that occurred in the current year prior to the sale.

**2. BEGINNING REPORT FOR THE BUYER** – Report only the capital expenditures which occurred after the original purchase of the entire plant.

#### **B. If a full year report is being filed for this establishment and:**

**1.** The value of the fixed assets were not changed as part of the ownership change, continue to report as in the past.

**2.** If the values of the fixed assets were changed as part of the ownership change, beginning assets should be revised so that the value of the beginning assets equals the transaction price minus old owners' current year capital expenditures plus old owners' current year retirements up to the time of the sale. Report capital expenditures that occurred during the entire year under both owners.